

**STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII**

January 22, 2001

SPO Price List No. 01-27

To: All Department Heads
Executive Branch

From: Procurement Officer

Subject: Executive Stationery

In response to requirements you submitted on SPO Circular No. C01-8, the State Procurement Office solicited informal bids to purchase executive stationery. You are now requested to issue purchase orders to the following company. Agencies are instructed to obtain the appropriate Vendor Code for remittance purposes from the "Alphabetical Vendor Edit Table Report" and annotate the vendor code on their purchase orders.

Little's Emporium
833 Ilaniwai Street
Honolulu, HI 96813

Attention: Ms. Jean Avila
Telephone: 591-8533
Fax: 591-8530

The letterhead will be printed according to these specifications: 8-1/2" x 11", two-color letterhead, fluorescent white opaque, Crane's Crest 24#, 100 cotton fibre stock, fully engraved gold State seal and flat black lettering. The bid price per ream (500 sheets) is \$92.45, which includes taxes and delivery charges. Be sure to include exact delivery and billing information on your purchase order. For your information, a copy of the requirements you submitted is attached. Your order may be increased but not decreased.

The pricing on engraved envelopes remains very high. You are therefore advised to purchase envelopes from Correctional Industries. Please refer to SPO Price List No. 01-15 for ordering instructions.

The deadline to submit purchase orders to Little's Emporium is **February 23, 2001**. Delivery should be completed by mid April. Any questions regarding this matter may be directed to Ms. Cara Sakata at telephone (808) 586-0563, facsimile (808) 586-0570 or email cara_sakata@exec.state.hi.us.

ROBERT J. GOVERNS, CPPB
Procurement Officer

Attach.

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